STATE OF ALASKA
GENERAL ADMINISTRATIVE
RECORDS RETENTION SCHEDULE

Schedule #100.2

March, 2005
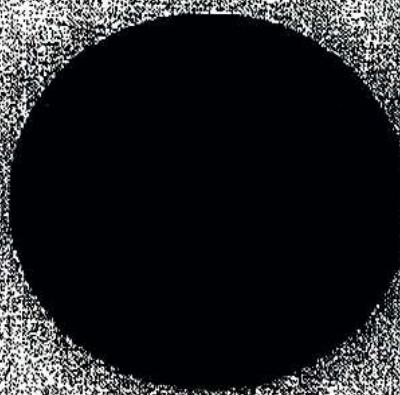
GENERAL ADMINISTRATIVE RECORDS RETENTION SCHEDULE
#100.2
GENERAL OFFICE ADMINISTRATION RECORDS

Item No.	Records Series & Description	Retention & Disposition	Remarks
65	**Minutes & Meeting Files—Major Policy Making:** Documents all state boards, commissions, advisory councils, task forces, special committees and major policy making group activities. Includes the following: agenda, information packets, reports, notes, transcripts, media releases, meeting summaries, public testimony statements and questionnaires.	Retain until administrative or management need is met, then transfer to the State Archives.	These records document the policies, decisions and historical activities of state-funded entities.
66	**Minutes & Meeting Files—Non-Policy Making:** For all general staff, routine and operational meetings that do not result in changes to state positions or procedures. Consists of agenda, minutes, notes and other backup.	Retain for 3 years, or until administrative or management need is met, whichever comes first.	
67	**Program Policies & Procedures—Major:** Substantive and binding agency issued policies, procedures, directives, decisions, rules, and manuals that address mission essential functions for which the agency is statutorily responsible. These records document agency functions and have archival research value.	Retain for 3 years after policy is obsolete or superceded, then transfer to the State Archives.	**Policy:** a governing principle established at the executive level, which mandates or constrains action, has consistent system-wide application, and sets a course, which changes infrequently. **Procedure:** a set of effective and logical interrelated steps that implement a policy.
68	**Program Policies & Procedures—Routine:** Routine agency issued policies, procedures, directives, decisions, rules, organizational charts and manuals that address internal functions and operating procedures.	Retain for 3 years after policy is obsolete or superceded.	

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